INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

USER GUIDE

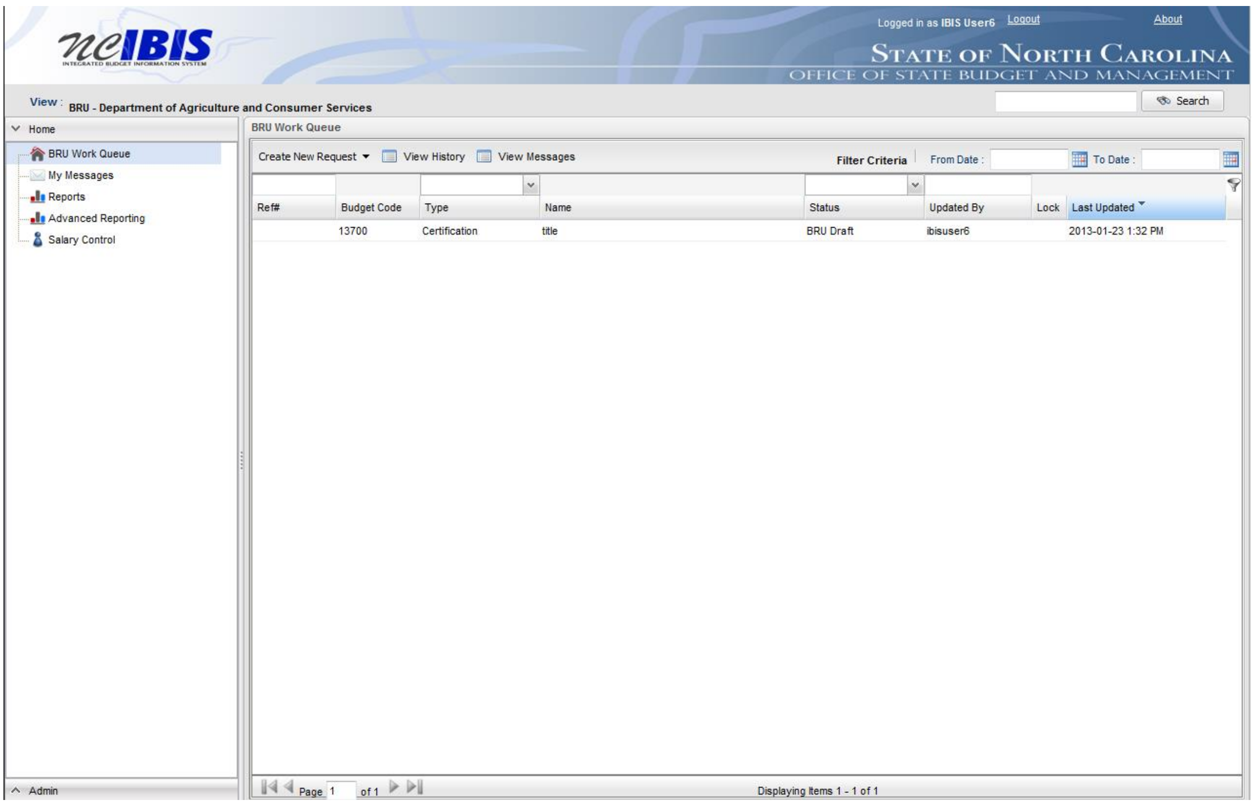
CERTIFICATION – CAPITAL

PREFACE

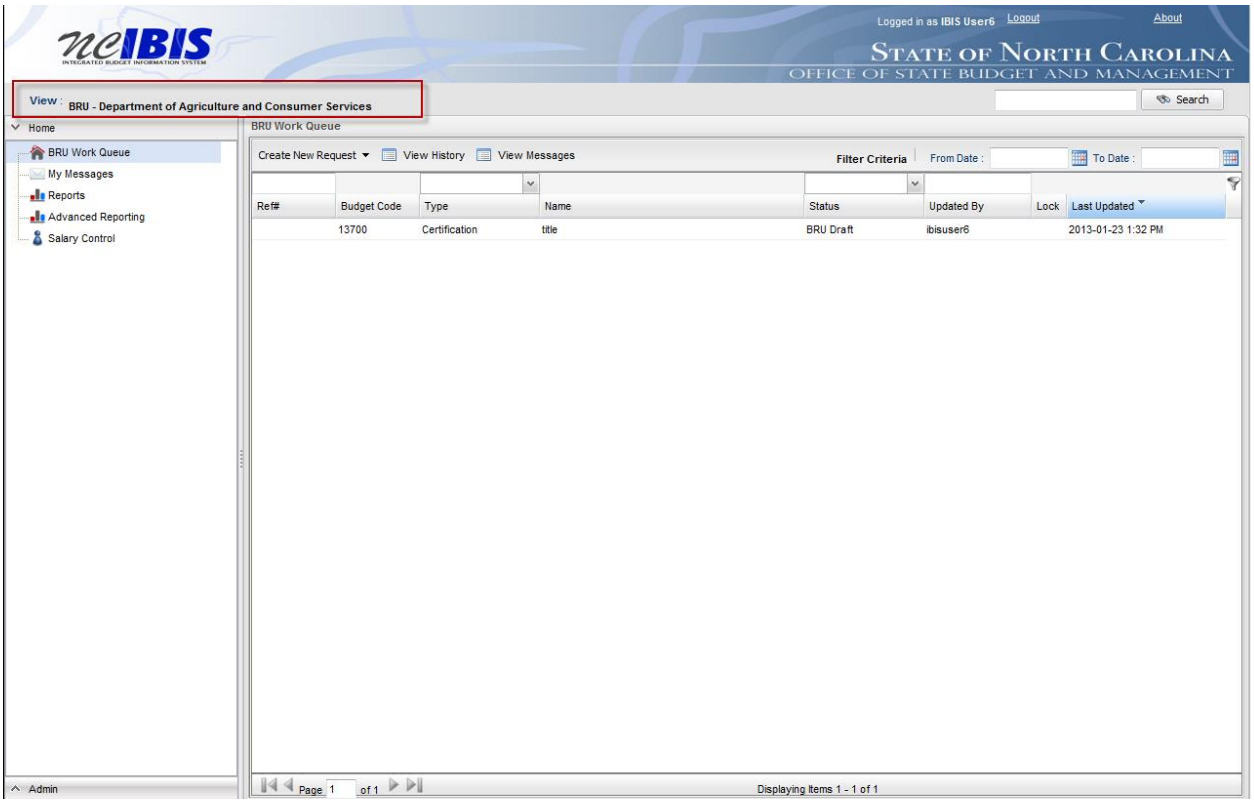
This training guide describes how to use IBIS to complete a Capital certification form. For policy guidance regarding certification, please consult the State Budget Manual.

CERTIFICATION – CAPITAL

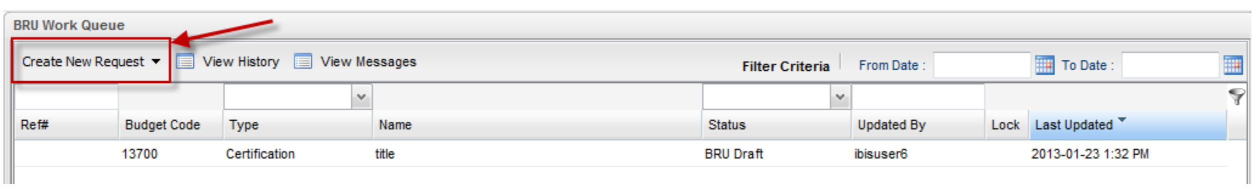
Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.



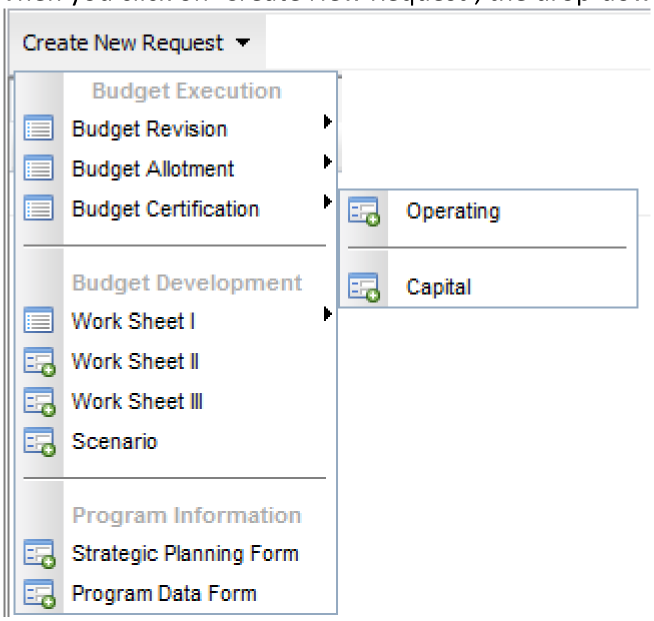
Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.



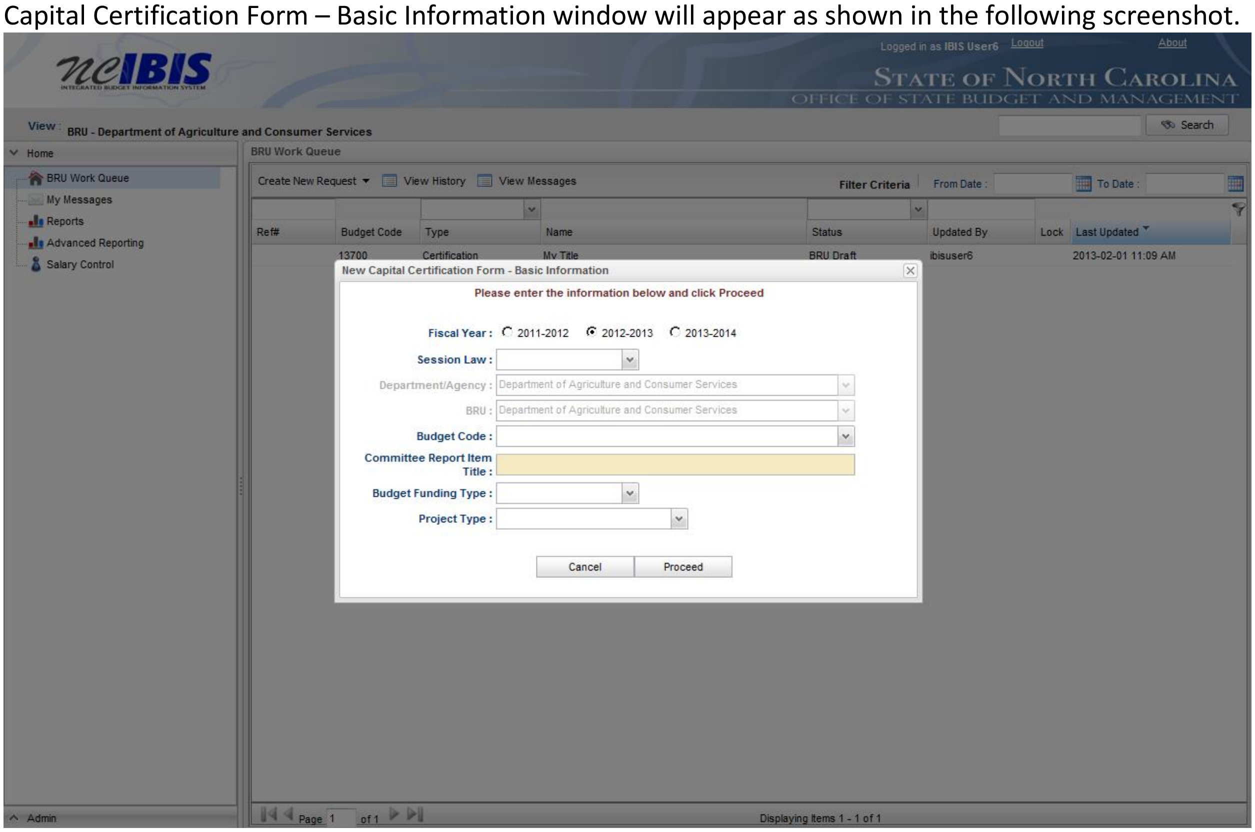
To create a new certification form, click on the Create New Request dropdown list in the middle of the screen.



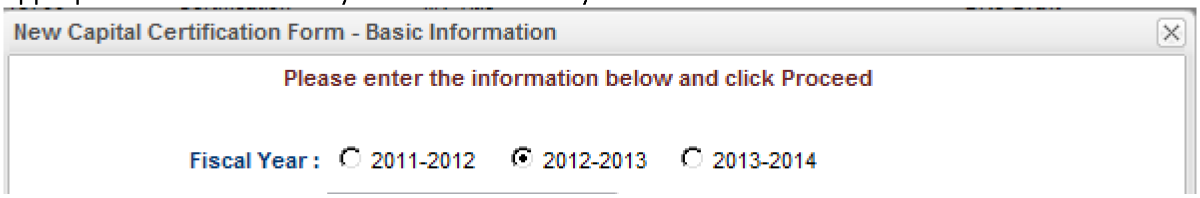
When you click on 'Create New Request', the drop-down will display the following:



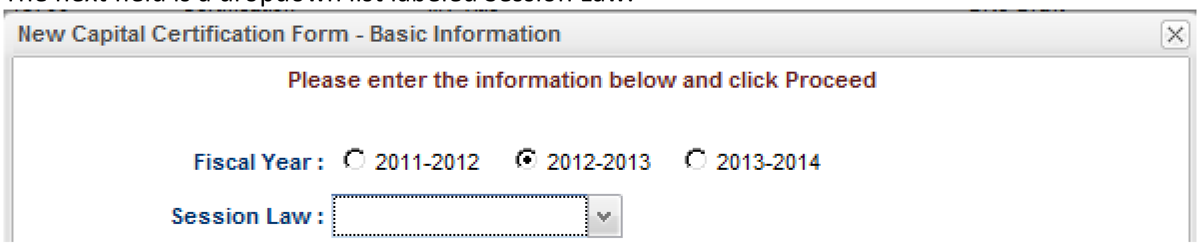
Click on the Budget Certification – Capital option on the menu. After clicking the operating option, a New Capital Certification Form – Basic Information window will appear as shown in the following screenshot.



The first field allows you to select the Fiscal Year that you are certifying. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.



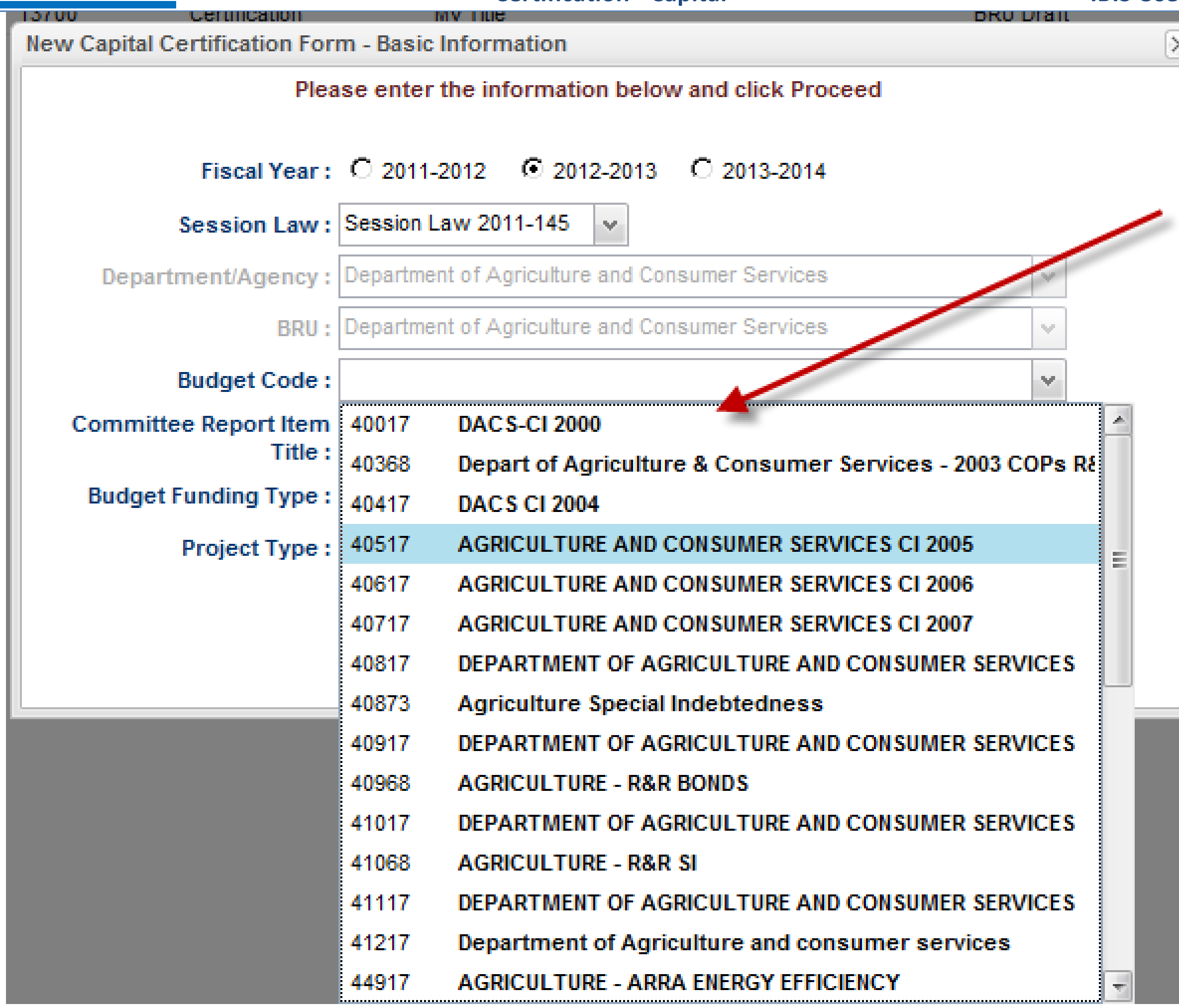
The next field is a dropdown list labeled Session Law.



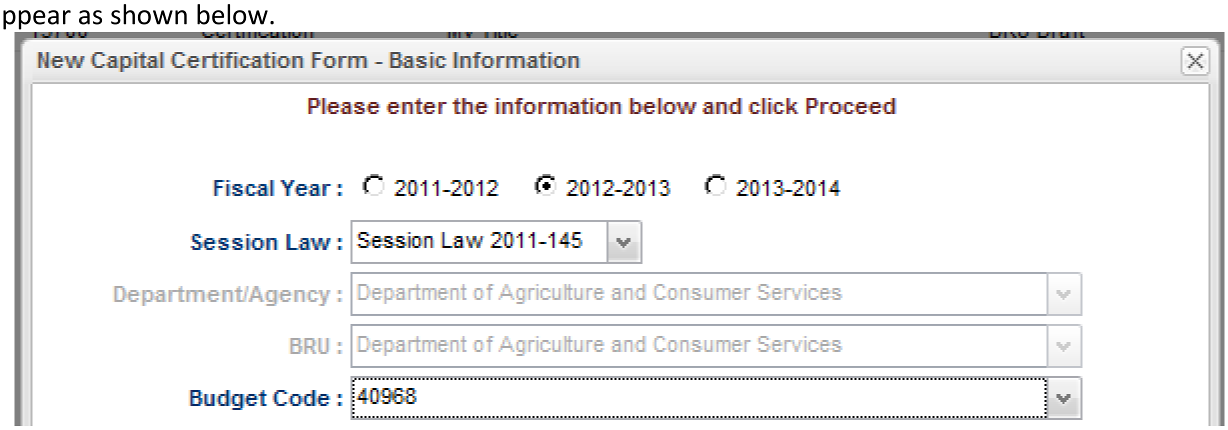
Select one option from the dropdown list in the Session Law field, only one item can be selected.

Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.

Click on the dropdown arrow for the Budget Code field. This will display a list of valid Budget Codes for the selected Department/Agency and BRU.

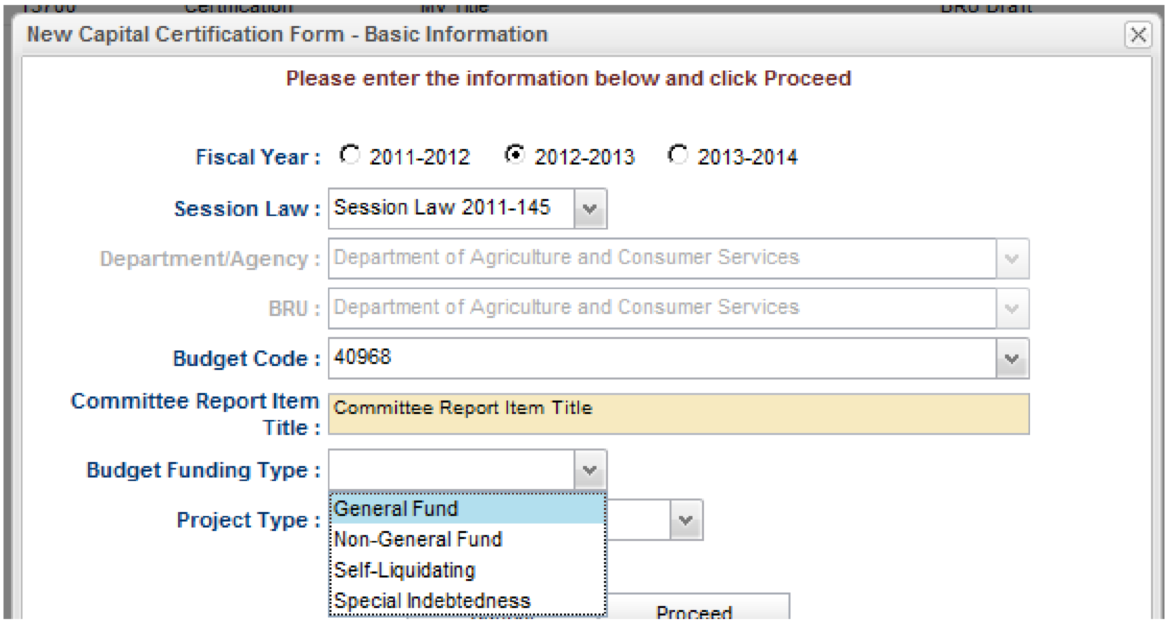


Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.

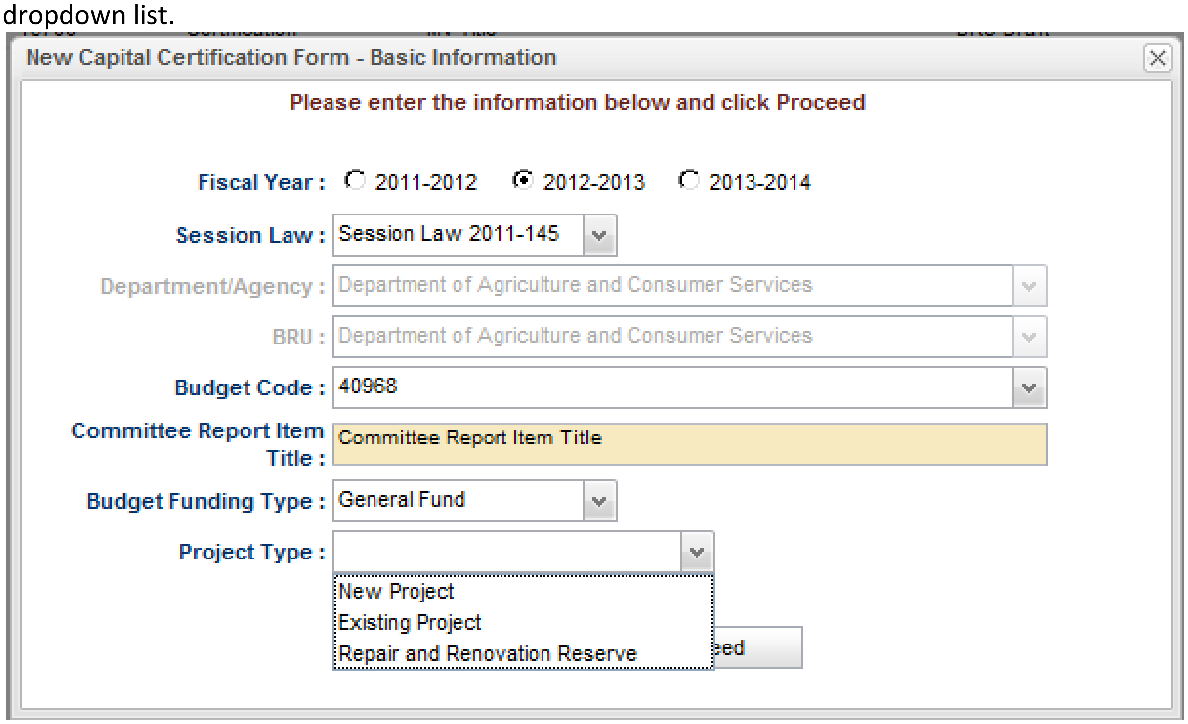


Click in the Committee Report Item Title field. A flashing cursor will appear in the field. Type a title for the certification entry. As you type, the title will appear in the field as shown below.

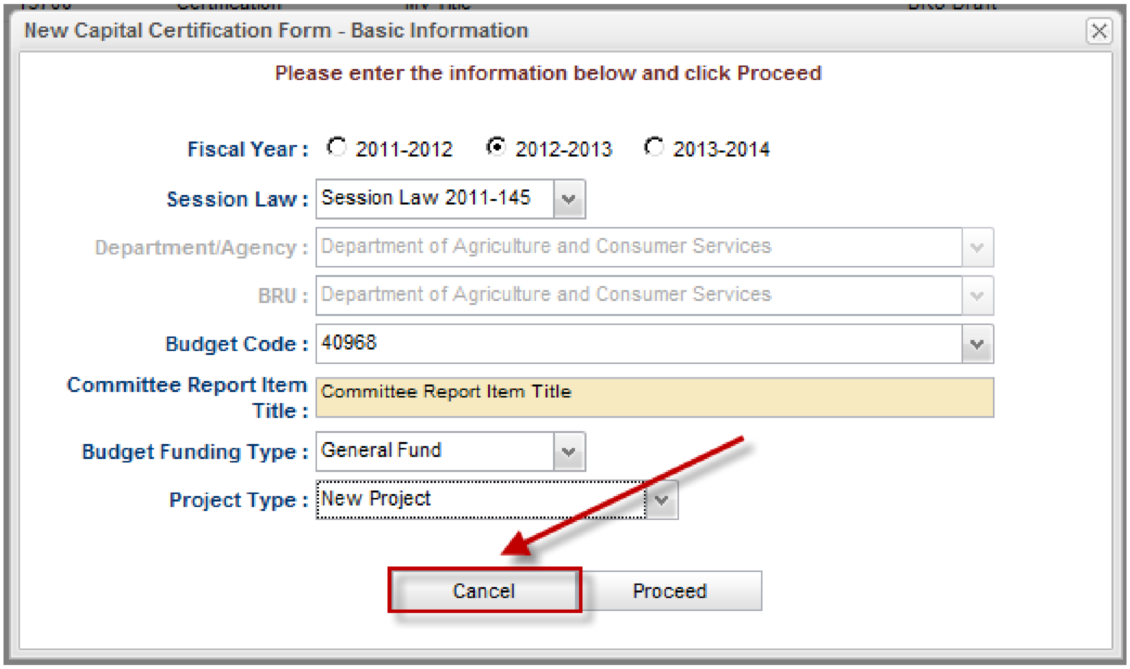
The Budget Funding Type field is a dropdown field. You must select one item from the dropdown list. Once selected, you will see that the field is populated with the Budget Funding Type selected and the Budget Adjustment Type list disappears.



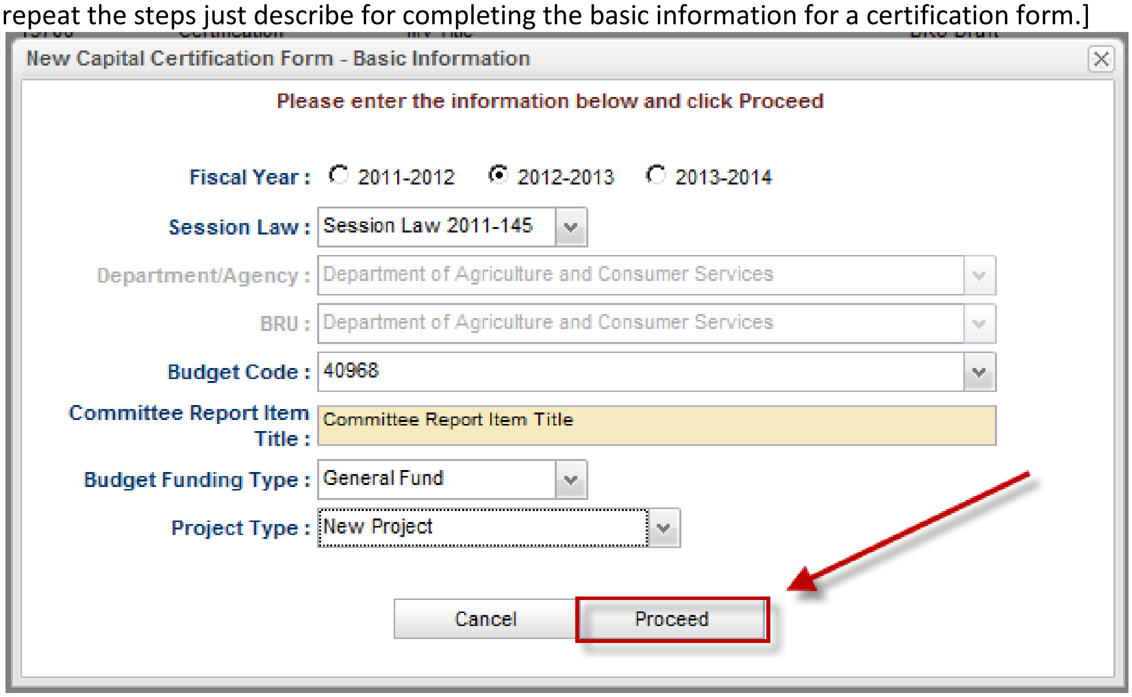
The final item on this window is Project Type. This field is a dropdown field. You must select one item from the dropdown list.



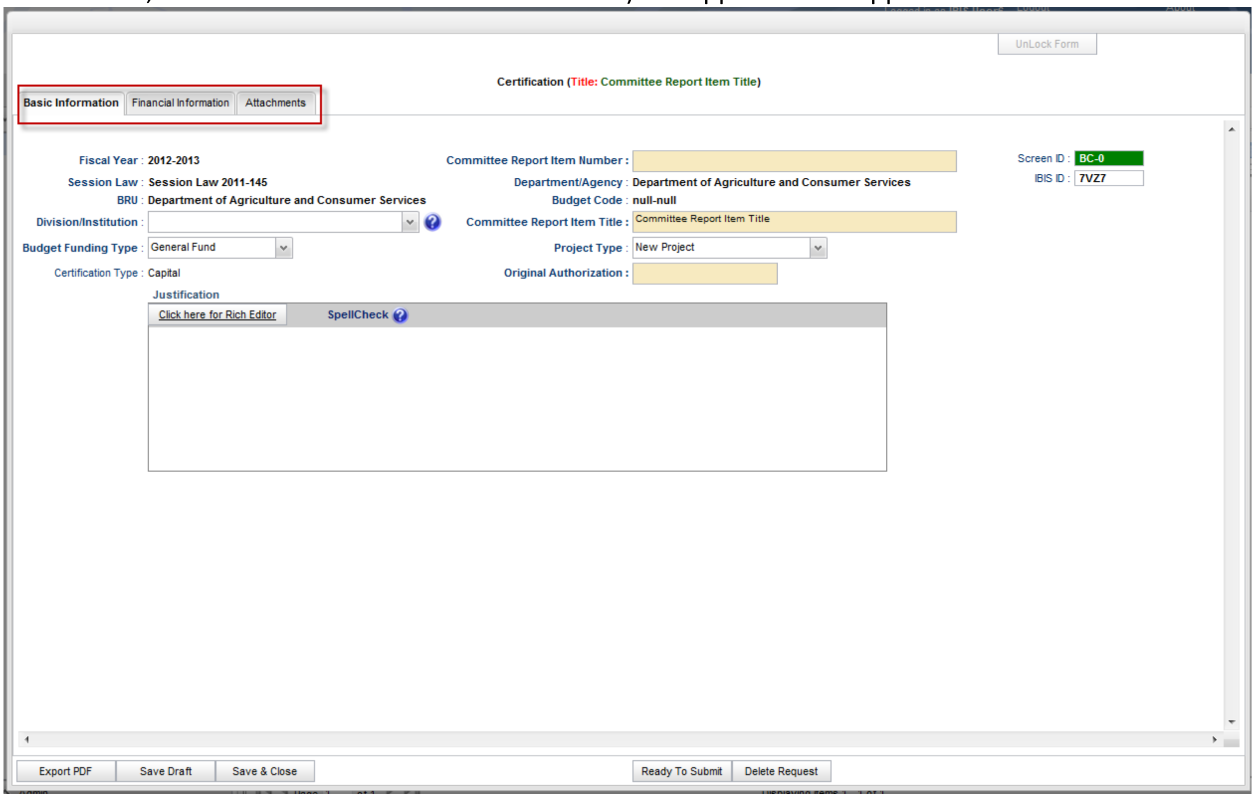
If you click on the Cancel button (below), the window closes, nothing is saved, and you return to the BRU Work Queue.



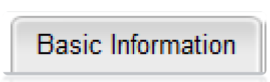
If you are satisfied with your entries and want to continue on, click on the Proceed button. [If you did cancel, repeat the steps just describe for completing the basic information for a certification form.]



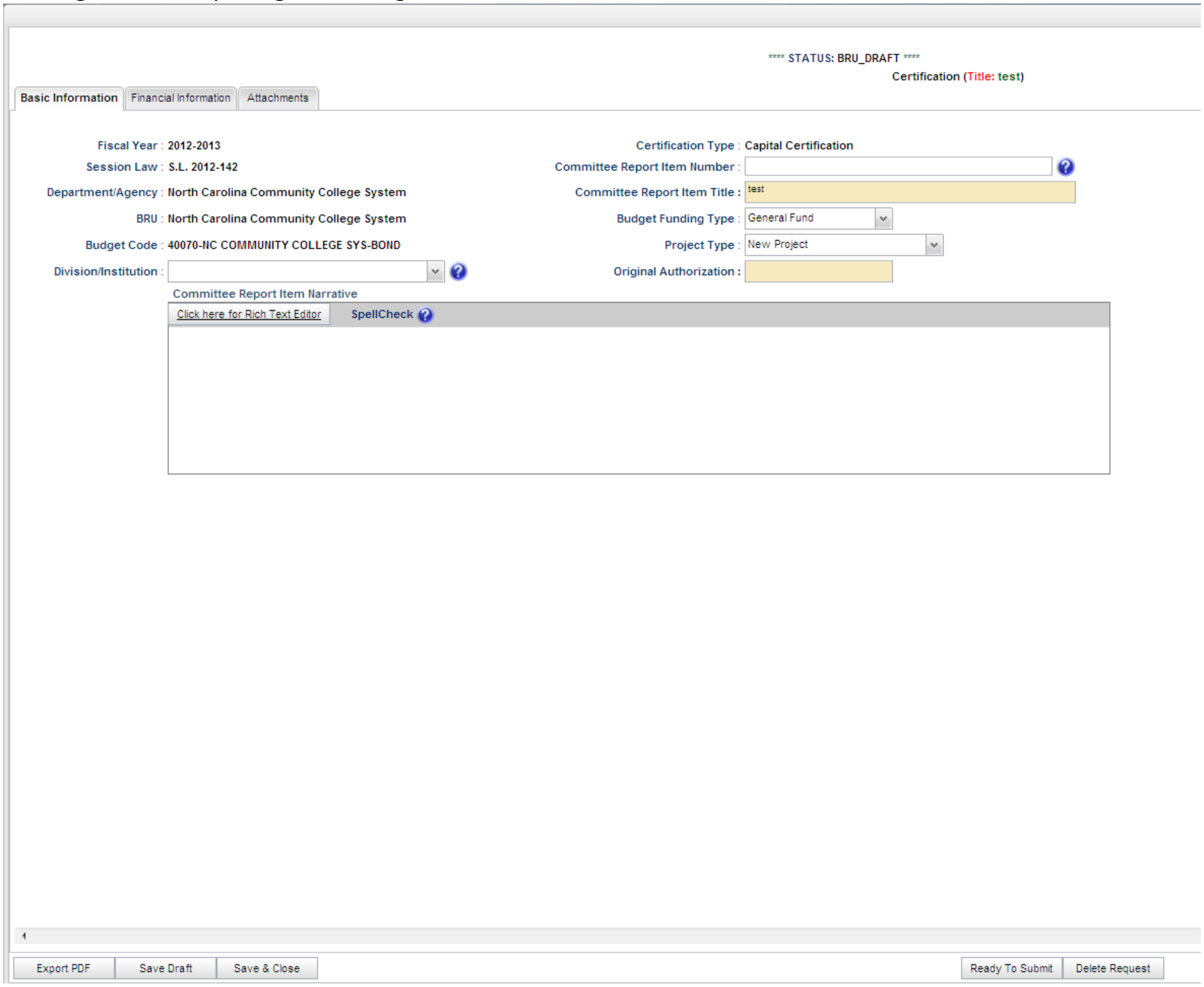
After clicking Proceed, you will see a Capital Certification form open. Note: The form's three tabs (Basic Information, Financial Information and Attachments) will appear in the upper left corner of the screen.



This user guide will only address the first two tabs. The Attachments tab is addressed in a different user guide that is available on the IBIS website.



When the form opens, the Basic Information screen comes to the forefront. It is the default position when creating a new, or opening an existing form.



Verify the information displayed in the following fields:

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

Session Law: The form will show the Session Law reference selected in the initiation window

Department/Agency: The Department/Agency that is associated with your IBIS ID

BRU: The BRU associated with your IBIS ID and selected in the initiation window

Budget Code: The Budget Code selected in the initiation window.

Division/Institution: This field is required by IBIS users from DENR, DHHS and DPS, and the dropdown list will be populated accordingly for those users. All others may leave this field blank.

Certification Type: Displays the word Capital Certification

Committee Report Item Number: Fill in the appropriate Committee Report Item number

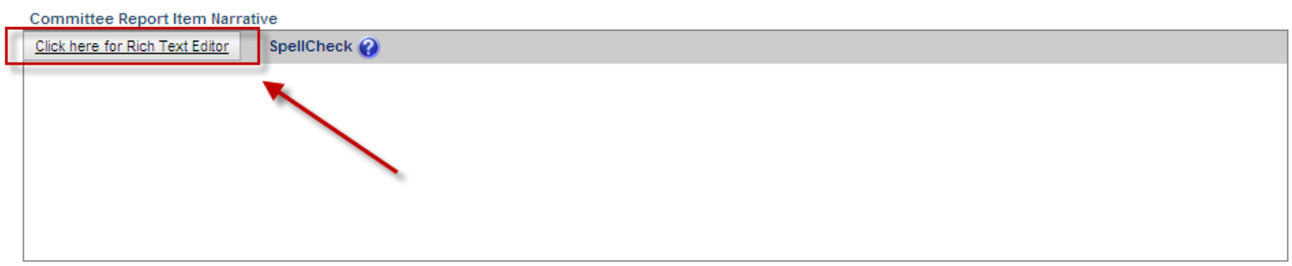
Committee Report Item Title: The Committee Report Item title entered in the initiation window – this may be changed at this time

Budget Funding Type: Displays the answer selected in the initiation window – this may be changed at this time

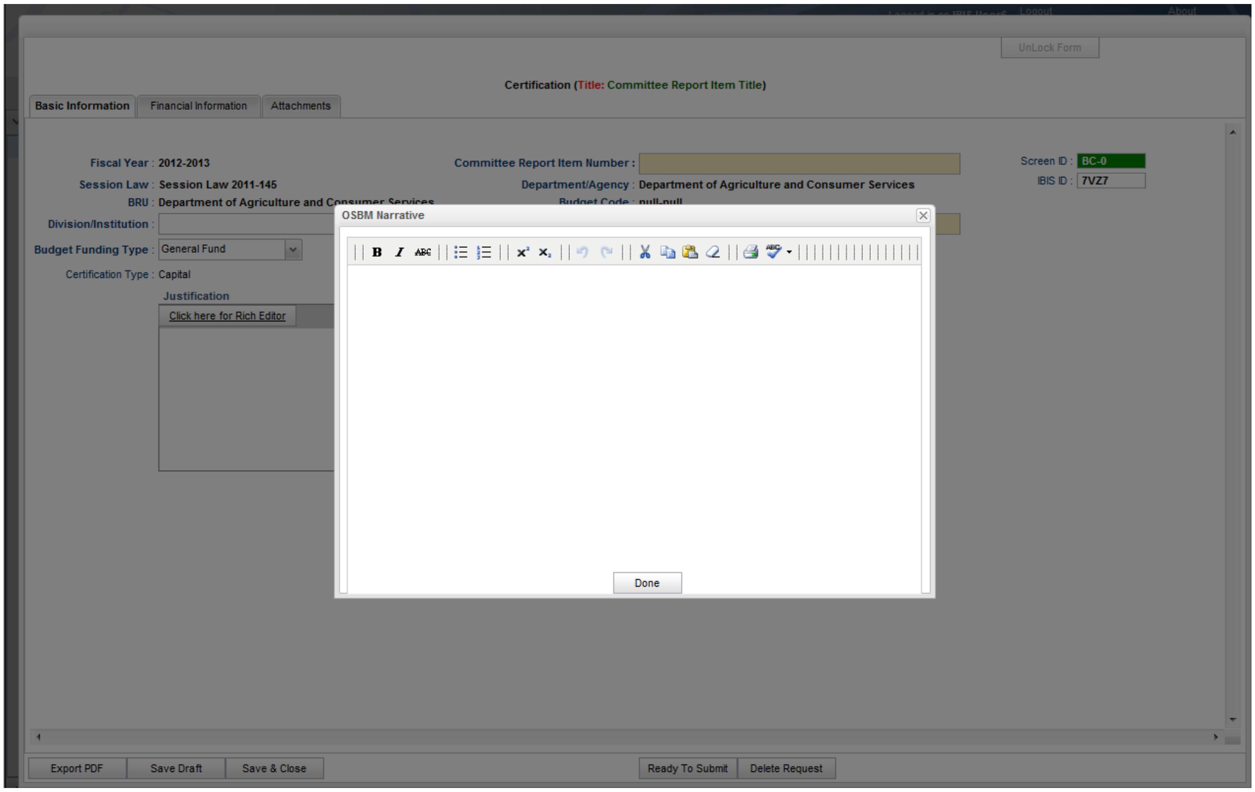
Project Type: Displays the answer selected in the initiation window – this may be changed at this time

Original Authorization: If new project is selected, the original authorization field will be present. Fill in the Original Authorization amount associated with the Capital project. Note that the original allocation must equal the total requirements entered on the form.

Click in the Committee Report Item Narrative field and either click on the underscored link to the Rich Text Editor where it says “Click here for Rich Text Editor” or click directly in the box to enter text.

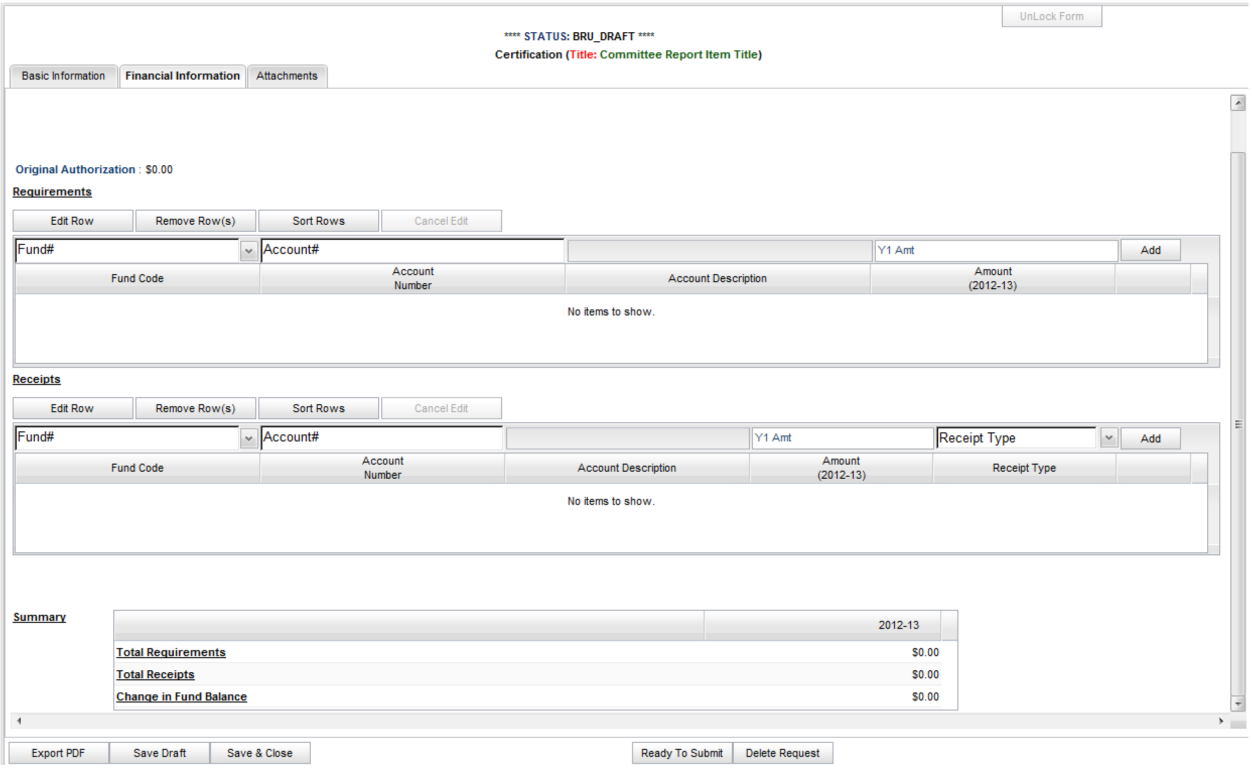


By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as “Control + U”.



Enter the appropriate information in the Justification field.

Click on the Financial Information tab at the top of the form to continue filling out the form. When clicked, the Financial Information tab will appear on your screen as shown below.



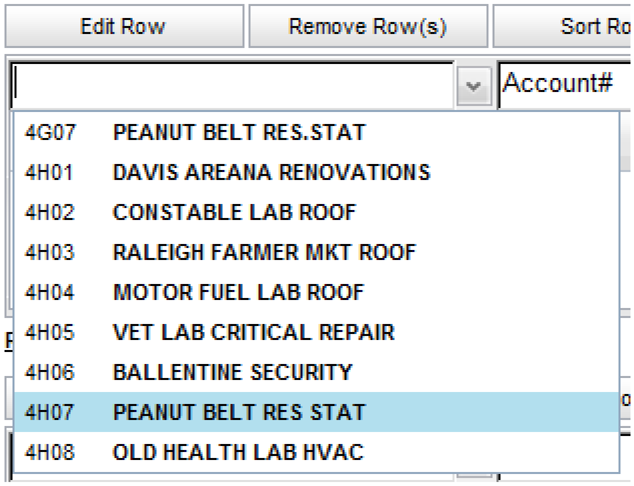
Inserting rows in the Requirements and Receipts sections of the Financial Information form works in the same fashion so this document will only describe the Requirements functionality in detail.

In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form, so we will first look at data entry, then return to these buttons to examine their functionality.

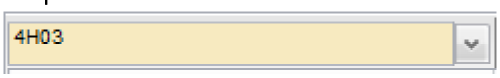
To add a row of data that spells out a requirement of this Certification form, focus on the data entry row directly below the buttons mentioned above.

The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

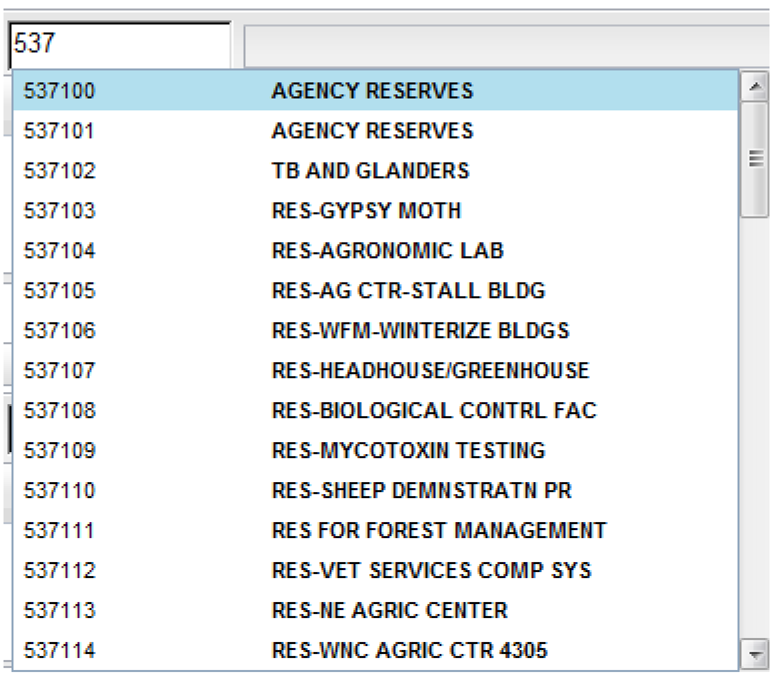
The Fund field contains a dropdown list that displays Fund codes available to the agency/BRU.



Select the Fund from the list that is appropriate for the Certification form you are creating. The selected Fund will populate the field and the dropdown list will disappear. You may also type the account and bypass the dropdown feature.

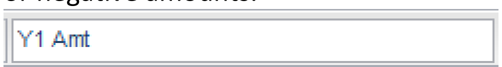


The Account field will provide a list of appropriate Accounts when you enter the first 3 digits of an account code.

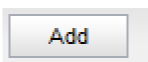


By selecting or typing the account number, the associated account description will populate the adjacent field as shown below.

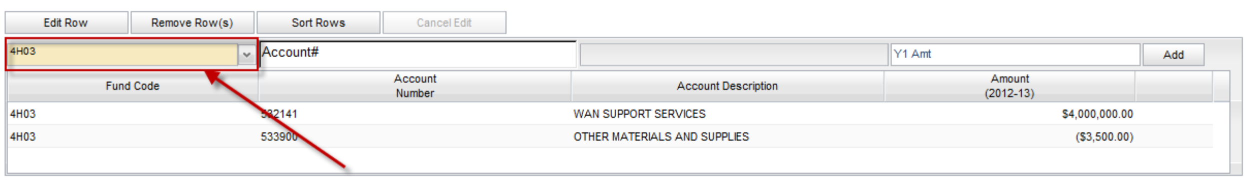
The next field in the Add/Edit Row area is Year 1 Amt. Enter amount required in the Y1 Amt field. The number will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts.



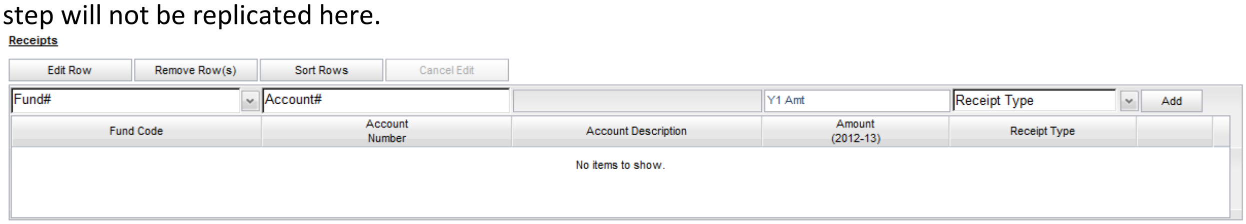
When you have completed the new row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear.



Add as many rows of requirements as appropriate to complete the Certification form. Once the first row is added, the Fund Center code will pre-populate with the choice made when entering that first row to help quicken the entry of subsequent rows. If this value is not appropriate for subsequent row(s), it can be overwritten.

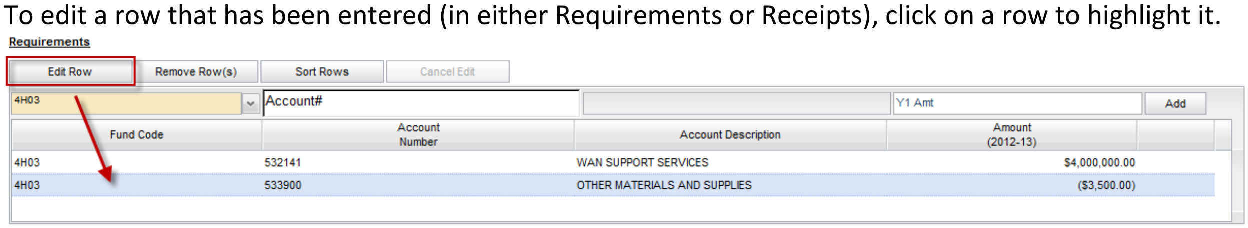


The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

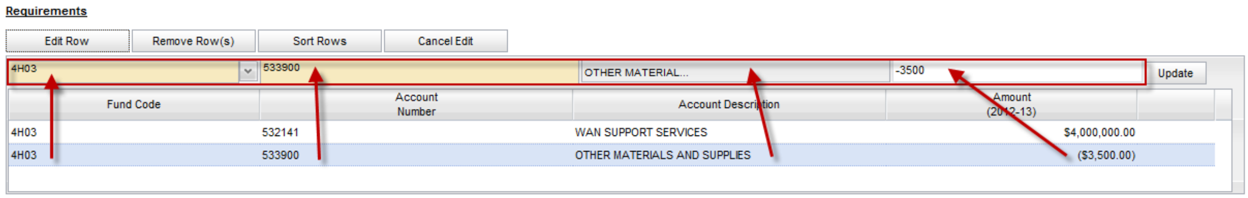


Add as many rows of receipts as appropriate to complete the Certification form.

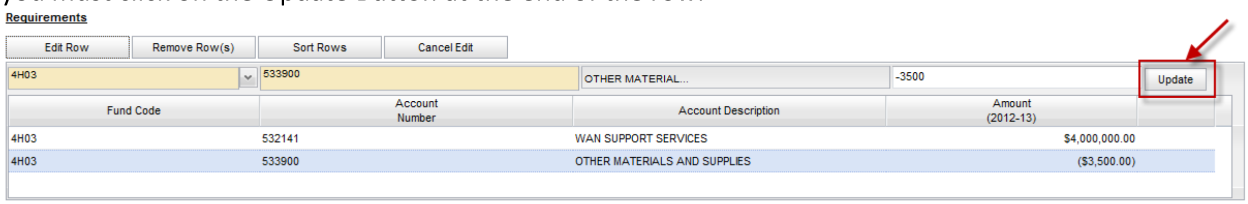
To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.



Click on the Edit Row button, and the data in the selected row will populate the Edit/Add row line at the top of the grid.

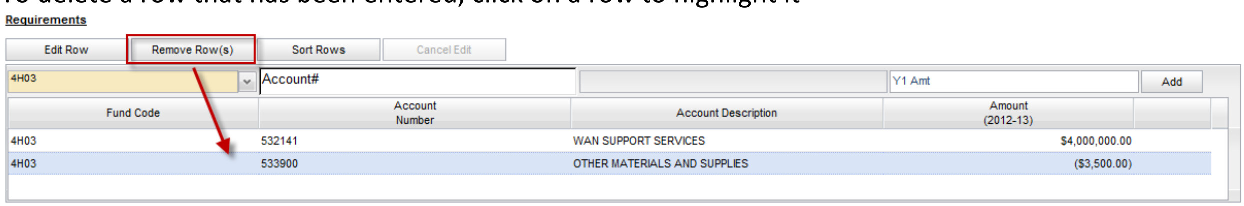


When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

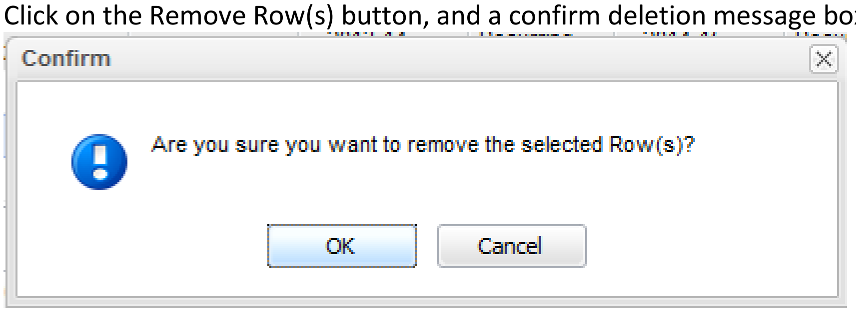


Once Update has been clicked, the add/update row will clear (except for the Fund Code field) and the updated data will show in the grid below.

To delete a row that has been entered, click on a row to highlight it

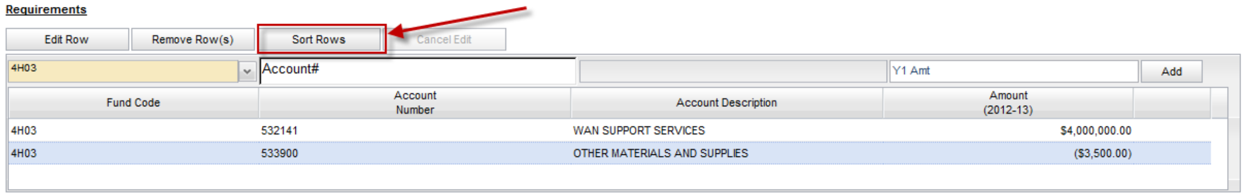


Click on the Remove Row(s) button, and a confirm deletion message box will appear.



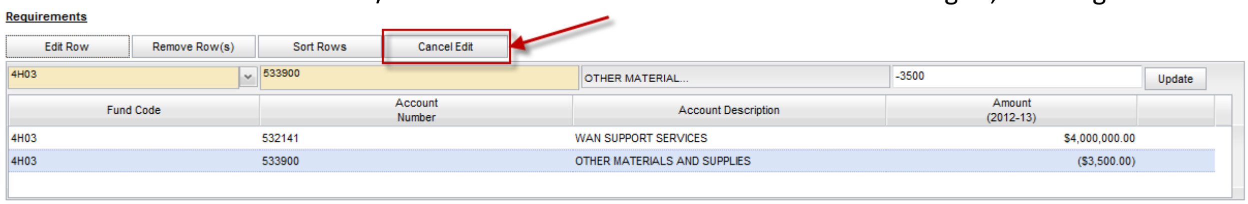
To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

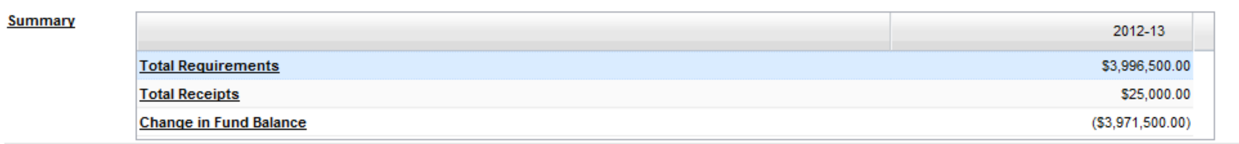


The rows will sort in Fund Code, Account Number order, ascending. Click a second time and they will re-sort in descending order.

If a row has been selected for edit, by highlighting and clicking the Edit Row, but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.



When Requirements and/or Receipts entries are entered into the Certification form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements entered in this form and display them. The Summary table will also add any Receipts entered in this form and display them as a separate line. The Change in Fund Balance row will then calculate Requirements minus Receipts and display that amount.



The final tab on the Capital Certification form is the Attachments tab. This is standard functionality within IBIS and it is covered in the "Attachments/References" training document located on the IBIS website.

At the bottom of the Certification form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document located on the IBIS website.